

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION
Community Nutrition Programs
Child and Adult Care Food Program

Guidance Memorandum 9A: For Child and Adult Care Food Program Sponsoring Organizations and Independent Centers (Adult Care Component)

Topic: Recordkeeping Requirements for the Child and Adult Care Food Program (CACFP)

Date: October 2008

The purpose of this memo is to provide institutions participating in the Child and Adult Care Food Program (CACFP) with a list of the records they are required to keep. These records will be examined during CACFP audits and reviews and must be kept for three years following the fiscal year to which they pertain.

A. Contract Agreement Materials

1. CACFP Permanent Agreement/Policy Statement (PI-1486-AP).
2. Base year CACFP Application (PI-1486).
3. Renewal CACFP Application (PI-1486-R).
4. Approved Site Application for each participating site (PI-1487-B).
5. News media release, with date sent to local media and where the release was sent.
6. Contracts for meals provided by a vendor and/or food service management company.
7. For-profit centers only— Documentation of adult care reimbursement under Title XIX or Title XX (Community Aids Funding) for at least 25 percent of the enrolled adults for the month preceding approval in the CACFP, and for each month meals were claimed for reimbursement.
8. Documentation of compliance with the nondiscrimination regulations indicated in *Guidance Memorandum 8A*.
 - a. A record of the potential eligible beneficiaries by racial/ethnic category for the area served.
 - b. A record of the actual participation data by racial/ethnic background.
 - c. An information sheet on the CACFP to be made available for inquiries about adult care.

NOTIFY DPI OF CHANGES: It is critical to notify the institution's assigned consultant of any changes to the contract information that occur during the contract year. In particular, changes in an institution's owner, Federal Employer Identification Number (FEIN), board president, authorized representative for the CACFP, license to provide child care, meals approved for reimbursement, and changes from self-prepared to purchased meals are contract amendments that must be reported. Failure to report these changes and have them approved by DPI could result in meal payments being disallowed and having to return money that has been received.

B. Attendance and Meal Count Records

1. Daily attendance records which include the first and last name of each enrolled adult participant.
2. Residential status documentation for each eligible adult within his/her enrollment file that identifies his/her place of residence as a private home or group living arrangement, as defined in *Guidance Memorandum 6A*.
3. Household-Size Income Statements for each adult eligible for the free or reduced reimbursement rates and all statements submitted by households that have been determined to be non-needy. This form is included in *Guidance Memorandum 1A*.
4. The "Household-Size Income Record" which indicates the eligibility status (free, reduced or non-needy) of each enrolled adult participant for each month reimbursement is claimed. This form is included in *Guidance Memorandum 1A*.

5. Daily records of the number of eligible adult participants, program adults, and non-program adults (ineligible adults, visitors etc) served at each meal by type (breakfast, a.m. snack, lunch, p.m. snack, supper, and/or additional snack). The meal count must be recorded either during the meal or immediately following the meal. The attached *Daily Participation Record and Monthly Meal Count Summary* (page 4) can be used to record this information. Computerized recordkeeping systems that assume adults have been served a meal based on times of attendance do not meet the definition of a time of service meal count, and may not be used as the source for the number of meals served to eligible adults reported on the claim for reimbursement.
6. An agency that claims reimbursement for more than two meals and one snack or two snacks and one meal must use the attached *Greater Than Three Meals Record* form (page 5). This weekly form lists the names of each adult participant in attendance to ensure that each participant is being claimed for no more than two meals and one snack or two snacks and one meal per day. An agency may use another form that has been pre-approved by the Department of Public Instruction (DPI) in lieu of *The Greater Than Three Meals Record* form.

C. Menu and Production Records

1. Daily dated menus for each approved meal service, including any substitutions made. This requirement also applies to centers that purchase meals from a school, health care facility, or food service vendor.
2. Daily dated production records for each approved meal service which shows the total quantity of each food item used in the preparation of the meal. All quantities should be expressed in terms of can size, weight or volume. Production records should be completed for the purpose of planning the amount of food that will be prepared and available at each meal which must, at a minimum, provide the portion sizes required by the CACFP Meal Pattern for each adult anticipated for service.

Complete the production records for each meal type by writing the anticipated number of eligible adults as well as the number of ineligible adults, staff, and non-program visitors to be served. Then, calculate the needed amounts of food by using the minimum portion sizes required per food component, as shown in the USDA Meal Pattern, the total number of adults to be served, and the yields per individual food as provided for within the *Food Buying Guide for Child Nutrition Programs (November 2001)*. Write the foods and quantities to be prepared within the space provided. A sample production record form is attached (Lunch/Supper and Breakfast/Snack Production Record (PI-1488-A)).

3. When meals are purchased from a school, health care facility, or food service vendor, the vendor must maintain full and accurate records that the agency will need to meet this responsibility, including daily production records listing the total amount of food prepared and/or daily delivery records listing amounts of food supplied.

D. Training and Monitoring Documentation

1. Documentation of CACFP related training sessions, including date(s), location(s), topics, and names of participants. A sample form is attached (page 8).
2. Sponsoring Organizations must provide training at least once a year for key staff to review program requirements. New staff should be thoroughly trained before beginning their work in the program. The Sponsoring Organization must keep a written record to document the location and date of each training session given, the names of staff present and the topics covered, as specified in *Guidance Memorandum 5A*. A sample form with required key topics, suggested optional topics and space for staff to sign in is attached (pages 8 and 9).
3. Sponsoring Organizations must complete site reviews for each CACFP site as outlined in *Guidance Memorandum 5A*, which includes the required review forms.

E. Procurement, Contracting, Leasing Documentation

1. Records documenting informal or formal competitive procurement procedures as described in *Guidance Memorandums 4 and 13A*.
2. Current contracts, rental, or lease agreements.
 - a. Meals provided by a vendor and/or a food service management company.

- b. Goods or services required to administer the CACFP, i.e., accounting services, equipment rental, consulting, etc.

F. Expense and Income Records (*Guidance Memorandum 11 contains complete instructions.*)

1. Documentation for all expenditures identified as food service costs.
 - a. Itemized receipts, invoices, purchase orders for food and nonfood purchases.
 - b. Time sheets or time studies for food service labor.
 - c. A payment summary or disbursement/expense ledger with all food service costs reported under the appropriate headings and clearly identified as food service costs.
2. Documentation of all income received for the food service operation.
 - a. CACFP reimbursement checks and/or advance check stubs.
 - b. Deposit slips which show specific amounts deposited for food service.
 - c. Any income from meals served, such as to cover the cost of program or non-program adults (which include ineligible adults), and, if a pricing program, to enrolled adult participants. (Program adults perform necessary labor, paid or donated, for the food service program. This includes menu planning, preparing and serving of meals, cleanup after meals, supervision of participants during meals, and on-site recordkeeping. Non-program adults do not perform any necessary labor in support of the food program. Non-program adults include ineligible adults, visiting relatives, licensing inspectors, DPI or USDA personnel. Maintain records of the number of meals served to non-program adults.)
 - d. Other income specifically designated for food service, i.e., gifts, donations, payments for meals sold to other agencies/institutions.
 - e. A receipt or income ledger which records and clearly identifies all food service income.